



## CODE OF CONDUCT FOR ADMINISTRATORS

The decision-making authority rests with the administrators. They are ultimately responsible for the quality of the practice of tennis in Quebec. The local, regional or provincial administrator must ensure that the guidelines surrounding the practice is in line with the values pursued for educational and social purposes. In order to fulfil their role, administrators must:

- a. Recognize the participant as the key person who will motivate their decisions and actions;
- b. Ensure that equal chances to take part in activities are afforded to all participants, regardless of their age, gender or skill level;
- c. Ensure that the supervision of a participant is undertaken by a competent person who respects the principles conveyed by the organization;
- d. Promote sportsmanship, social and civic engagement and a spirit of solidarity;
- e. Encourage all volunteers to undertake training or refresher courses;
- f. Take all the necessary means to value and demand respect for officials;
- g. Take all the necessary measures to ensure the security and integrity of the participant;
- h. Ensure that the premises, facilities, equipment and rules of the game meet the expectations and needs of the participants;
- i. Ensure to maintain good relations and contacts with the media, the public and all the organisations and persons linked to the organization.
- j. Plan all the activities in a way ensuring that a person in charge (coach, administrator, physio, volunteer, official, etc.) is never left alone in an enclosed private location with a participant, or another person involved in the activities.

This space may be real (office, hotel room, changing room, car) or virtual (messaging, social networks);

- k. Familiarize themselves with the guidelines available at [www.sportbienetre.ca](http://www.sportbienetre.ca);
- l. Use social networks, Internet and other electronic media in an ethical and respectful manner with colleagues, coaches, organisers, and not use them to provoke anyone;
- m. Abstain from consuming alcoholic beverages or drugs while performing their duties;
- n. Ensure that everyone is treated with respect and fairness.

Current as of February 4<sup>th</sup>, 2021